

March 21, 2018

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Richland County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by Real Property Services on or before **4:00 p.m., Tuesday, April 17, 2018.**

The agency and Real Property Services will determine which proposal best suits the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Caroline Hulett via e-mail at caroline.hulett@admin.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Regulations §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at: <http://admin.sc.gov/generalservices/leasing/procedures-and-forms>.

Sincerely,
Caroline Hulett
Real Property Services



REQUEST FOR LEASE PROPOSAL FOR STATE ACCIDENT FUND

OFFICE SPACE IN RICHLAND COUNTY

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services.

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

LEASE CRITERIA – State Accident Fund

- Location: Richland County
 - Preferred Location within Columbia city limits
- Expected occupancy date: As soon as possible
- Total space needed is approximately 18,600 rentable square feet +/- depending on the circulation and common area factor. Please include both rentable and usable square feet in the proposal to include the common area factor (%).
- Ideal set up should include, but is not limited to:
 - **Personnel Areas:**
 - 1 private office for director of approximately 180 square feet (with small private conference room and waiting area contiguous)
 - 49 private offices for professional staff of approximately 120 square feet each
 - Open floor area of approximately 2,200 square feet to accommodate 45 cubicles, 48 square feet each in size (Cubicles to be provided by Agency)
 - **Standard Support Areas:**
 - 1 large reception area of approximately 500 square feet, to accommodate up to 10 people at a time
 - 1 break room of approximately 400 square feet for staff to accommodate up to 15 people at a time staff (to include sink and counter tops)
 - 4 print alcoves of approximately 40 square feet each with 8 linear feet of upper and lower cabinets for supply storage and printer
 - 2 Copy/Print/Supply rooms of approximately 120 square feet each with a dedicated floor mounted printer and storage
 - 1 LAN room of approximately 250 square feet with floor mounted racks, with separate HVAC or separate thermostat for temperature control and backup power
 - 1 board room conference room of approximately 600 square feet to be used for internal management, contract/vendor status/reviews, internal and external training.
 - 3 large conference rooms of approximately 350 square feet each to be used for internal team meetings/training, case reviews, and mediations.



- 1 medium-sized conference room of approximately 250 square feet for legal use (depositions, hearing preparation) and other internal management.
- 2 small-sized focus/privacy rooms of approximately 50 square feet each for legal/mediation break-outs and support.
- 1 open area for 10 file cabinets of approximately 90 square feet
- 4 open work rooms of approximately 120 square feet each, with work surface and storage for mail and document management, training, IT support and testing.
- **Special Support Requirements:**
 - 1 auditorium/training room of approximately 1,300 square feet to be used for policyholder training and educations programs as well as internal all staff meetings and training.
 - Seat 75 staff members at tables
 - Independent temperature control preferred
 - 1 records room of approximately 300 square feet
- Automated lock system that provides the agency with the capability to limit access to the area (to be provided by landlord)
- Staff entrance and exit without passing through the reception area
- Operation of facility will require heating and air conditioning 24/7
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency.
- 118 parking spaces are required. State availability of reserved parking.
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for 5, 7 and 10 year terms.
- Proposals should be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements.

MINIMUM STATE REQUIREMENTS

- **Standard State lease must be used – a copy is available on our website at: <http://admin.sc.gov/generalservices/leasing/procedures-and-forms> or can be provided upon request.**
- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:



- Proposals must be received by Real Property Services by **4:00 p.m., Tuesday, April 17, 2018, 2018.**
- All proposals must be in writing and may be submitted by mail or e-mail. (It is agent's responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.

CONTACT INFORMATION

All information and questions should be directed to the following person – no direct contact can be made with State Accident Fund (agency). Direct contact can be cause for automatic disqualification.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

CAROLINE HULETT
DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
1200 SENATE STREET, 6th FLOOR
COLUMBIA, SC 29201
PHONE: 803-737-1617 FAX: 803-737-7178
EMAIL: gary.anderson@admin.sc.gov

